



## *KCPTAs Historian Scrapbook*

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## ABOUT PTA

### VISION

Every child's potential is a reality.

### MISSION

To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

### PURPOSES

- To promote the welfare of children and youth in home, school, places of worship, and throughout the community.
- To raise the standards of home life.
- To advocate for laws that further the education, physical, mental, emotional, spiritual, and social well-being of all children and you; and
- To advocate for fiscal responsibility regarding public tax dollars in public education funding.

### PTA NATIONAL STANDARDS FOR FAMILY-SCHOOL PARTNERSHIPS

- **Standard 1: Welcoming All Families into the School Community** – Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.
- **Standard 2: Communicating Effectively** – Families and school staff engage in regular, two-way, meaningful communication about student learning.
- **Standard 3: Supporting Student Success** – Families and school staff continuously collaborate to support students' learning and healthy development, both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.
- **Standard 4: Speaking Up for Every Child** – Families are empowered to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.
- **Standard 5: Sharing Power** – Families and school staff are equal partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs.
- **Standard 6: Collaborating with Community** – Families and school staff collaborate with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participations.



## Introduction

The position of the Historian could include the Local PTA Handbook in addition to the Local PTA Scrapbook. The Scrapbook and Handbook could fall under the responsibility of the Local PTA Secretary.

The position of Historian is an optional position on the Local PTA Boards. If the PTA does not have a Historian, these duties are the responsibility of the Secretary. Check your PTA Bylaws and Standing Rules to determine if your PTA has a Historian or not. The PTA may have a tradition that the history book or scrapbook be compiled including tracking of all activities sponsored by the PTA and includes the Historian Report. This book should be kept in a convenient place, such as the School Library or Office. In this case, the Historian is usually a designated position and NOT the responsibility of the Secretary.

## Responsibilities and Objectives

The Historian prepares and updates a record of the activities and achievements of the PTA and makes historical facts available upon request to the membership. The Historian's formal, authored report is the official history, presented and adopted at the annual membership meeting and filed with the minutes. It is a summary of all the PTA's activities for that fiscal year.

## Historian Scrapbook Details

The Historian Scrapbook needs to include the following:

- Picture of the school with: name of Principal, number of Students, number of Teachers/Staff, and number of PTA Members
- A list of the Executive Board members including a picture of each Board Member and a picture of the Executive Board
- All Executive Board Meeting and General Membership Meeting dates along with any major business conducted by the Executive Board and presented to the Membership (PTA Local Calendar)
- Lists of past PTA Presidents, Principals, and PTA Lifetime Memberships awarded for the last 10 years
- The programs and activities hosted by the PTA during the year, including a brief description of each
- Pictures of events, programs, etc. from throughout the school year
- Student Enrichment Programs
- Community Outreach Programs
- Training or other events or activities that the Executive Board Members attended
- Annual Budget
- Bylaws and Standing Rules for the Local PTA
- Local PTA Flyers
- Awards presented to the Local PTA (Membership Awards, Arts in Education, etc.)
- Grants awarded to the Local PTA

The deadline for all Historian Scrapbooks to be turned in is 2 PM on March 31, 2022. Please contact [historian@kellercpta.org](mailto:historian@kellercpta.org) if you have any questions.



## Historian Scrapbook Submission Form

School Name: \_\_\_\_\_

PTA President \_\_\_\_\_ Phone# \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Scrapbook submitted by: \_\_\_\_\_ Position: \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_

### **The book must contain the following information in this order:**

- \_\_\_\_\_ 1. A copy of this **Scrapbook Judging Form** in a plastic sleeve (Must be at least 8 ½" x 11") on the inside LEFT front cover of the book.
- \_\_\_\_\_ 2. Blank Page – Certificate will be placed here after the evaluation and is the first page you see when you open the book.
- \_\_\_\_\_ 3. Title page – include name of PTA, School, Council, Website, Social Media, and school year.
- \_\_\_\_\_ 4. Index or Table of Contents
- \_\_\_\_\_ 5. Picture of school
- \_\_\_\_\_ 6. A page with the following information:
  - Name of Principal
  - Number of Students as of the end of the 3<sup>rd</sup> Nine Weeks (March 11)
  - Number of Teachers/Staff
  - Number of PTA members as of the end of the 3<sup>rd</sup> Nine Weeks (March 11)
- \_\_\_\_\_ 7. List and individual photos of PTA Executive Board Officers or Officers and Chairs
- \_\_\_\_\_ 8. List of current and previous PTA Presidents from the past 10 years
- \_\_\_\_\_ 9. List of previous School Principals from the past 10 years
- \_\_\_\_\_ 10. List of Board & General Meeting dates, include any programs presented (with photos) if applicable
- \_\_\_\_\_ 11. List of Lifetime Memberships awarded from the past 10 years
- \_\_\_\_\_ 12. Annual Budget (most recently amended budget for the year)
- \_\_\_\_\_ 13. Hard Copy of Current Bylaws
- \_\_\_\_\_ 14. Hard copy of Historian's Yearly Report (to be added at the end of the school year)
- \_\_\_\_\_ 15. Examples of PTA communications to membership (i.e., newsletters, flyers, website, etc.)

## Historian Scrapbook Submission Form continued

**In addition to the 15 items above, a comprehensive scrapbook should include items from as many of the following categories as possible:**

- Awards presented to your PTA (Membership awards, Reflections, etc.)
- Front cover of scrapbook embossed or labeled with PTA name and school year
- PTA publicity found in local media publications
- Programs provided for students and/or staff
- Parent Education courses
- Student Enrichment Programs (After School Program Opportunities)
- Community Outreach projects
- Council, State and National meetings attended by any of your local PTA members (name badges, handouts, pictures, etc.)

# Sample Historian Plan of Work



## Plan of Work Plan de Trabajo

**Officer/Chairman Name:**  
(Nombre de  
Oficial/Presidente de Junta) \_\_\_\_\_

**Position:** Historian  
(Posición) \_\_\_\_\_

**Year:** 2021-2022  
(Año) \_\_\_\_\_

*Reproduce as needed for the appropriate number of goals.*  
(Se puede reproducir para metas adicionales.)

<b>Responsibilities / Duties:</b> (Responsabilidades)	<ol style="list-style-type: none"> <li>Record activities and information, take pictures at all Local PTA Events.</li> <li>Prepare Scrapbook to support Local PTA for the year. Use the Historian Guidelines established by Council PTA.</li> <li>Document and prepare Historian Report for the Local PTA for the year.</li> </ol>	<b>Committee Members:</b> (Miembros del Comité)	None
<b>Goal:</b> (Meta)	<ol style="list-style-type: none"> <li>Local PTA Historian Book produced and submitted to Council PTA.</li> <li>Work with the Executive Board to gather information, including pictures, for the Local PTA Scrapbook.</li> </ol>	<b>Evaluation Process:</b> (Proceso de Evaluación)	July 2021-June 2022

<b>Specific Action Steps</b> (Proceso Especifico de Acción)	<b>Start Date</b> (Fecha de Empiezo)	<b>Completion Date</b> (Fecha de Terminación)	<b>Budget</b> (Presupuesto)
Review Historian Guidelines and update if needed by Local PTA	July 2021	September 2021	\$0
Record and update for Local PTA Historian Book. Produce Local PTA Historian Book.	July 2021	April 2022	\$100
Produce Historian Report	July 2021	April 2022	\$0

<b>Resources:</b> (Recursos)	Keller Council of PTA, Local PTA Board Members, Local PTA Historians, Texas PTA
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## Tips for a Happy Historian

Organization is the key. We suggest that you begin early on the design of your Scrapbook. However, if you start later in the year, start out with a design that will save you time in the end. Organize the layout that will work for the submission guidelines and your Local PTA. Get input from your previous year Scrapbook creator or other fellow Historians in the District.

- Jot down notes on the flyers that will help you remember the event and anything special that took place during the event or program. It can be a quick note, or you can journal about the activity. Make it easy on yourself so when it comes times to finalize a page in your Scrapbook you do not have to rack your brain trying to remember what happened back in September.
- Photos – gather as many as you can so your selection of what is included is optimum. Make sure that you capture pictures of all Staff, Teachers and Students. Make photos represent and show how your Local PTA is inclusive.
- Accessories are nice to have in your Scrapbook, but they are not necessary. Don't let the Scrapbook stress you out as you try to make it look pretty. We are really looking for uniformity and information that represents your Local PTA.
- Quality – you want to have a quality finished product, so as the name implies you create a Scrapbook that will last through the History of your Local PTA and School. There are many options available that you can use. We have seen people create a binder and submit that as their Scrapbook. You can use Creative Memories, Shutterfly, and so many other. Make it easy and as stress free as possible. You might even consider recruiting others in your community to help you with the finished product.

**TIP:** Include ONLY PTA related pages in your book. **DO NOT** include the minutes of the Executive Board Meetings.





## Scrapbook Guidelines

Your PTA Scrapbook should be a record of activities and achievements that you had for the current school year. If possible, make the cover durable and have all contents secured within the book so that it will last over time.

All submissions need to be a hard copy. No digital submissions are allowed. Include information that is outlined on the Judging Form. **Do not include minutes from your Executive Board Meetings or other non-public information.** You do not need to be an expert on Scrapbooking. Just have fun with your Scrapbook!

All submissions need to include the Keller ISD PTAs Scrapbook Judging Form found here on pages 5-6 when submitting your Historian Scrapbook. All submissions are to be dropped off at the Keller ISD Administration Building by 2 PM on Thursday, March 31, 2022. There will be a tub at the front desk for you to drop your Historian Scrapbook.

Keller ISD Council of PTAs will gather all of the submissions and review for content and establish awards. Awards will be announced and returned at Brag Luncheon in April.

If you have questions, please contact KCPTAs Historian, at [historian@kcpta.org](mailto:historian@kcpta.org)

## Award Levels

- Purple Ribbon – Best Overall Book. Only Blue level scrapbooks are eligible for this award.
- Blue Ribbon - (Excellence) All 14 required items plus 4 more suggested items.
- Red Ribbon – All 14 required items plus 2 suggested items.
- White Ribbon – All 14 required items.
- Yellow Ribbon - (Participant) Some of the required items.